

MAJOR FUNCTIONS

This is highly responsible professional and administrative work assisting the Leadership Mayor in carrying out the functions and activities of the Office of the Mayor and coordinating communications, intergovernmental functions and activities for the City of Tallahassee. Responsibilities include serving in a supervisory role as Chief-of-Staff for the Mayor's office; senior assistant to the Mayor; and assisting the Mayor, City Commissioners, and staff in the coordination and execution of strategies and the establishment of effective working relationships with other local, state and federal governmental agencies. The incumbent is charged with responsibility for developing and maintaining professional contacts with management representatives and elected and appointed officials of governmental agencies at all levels of government in order to promote the policies and programs of the City of Tallahassee. Although the incumbent is expected to exercise considerable independent and mature judgment, general direction is received from the Leadership Mayor who reviews work performance through observation, conferences, reports, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties:**

Supervises the aides in the Office of the Mayor and the clerical staff supporting the Office of the Mayor and the City Commission Office. Oversees and coordinates the administrative functions of the Office of the Mayor and the City Commission Office. Represents the Mayor in meetings with key governmental, business, and civic leaders. Participates in staff briefings as requested by the Mayor. Performs in-depth research to aid in the formulation of policy recommendations and prepares staff reports and position papers as assigned. Develops and maintains professional contacts with elected and appointed officials and representatives of all governmental agencies, regulatory and legislative bodies. Coordinates international sister city relations/program. Evaluates and recommends to the Mayor changes in policy, organization and methods to enhance relationships between the City and other governmental agencies. Represents the Mayor at meetings with other cities, the Florida League of Cities, the Florida Association of Counties, etc., on legislative issues. Attends meetings of the City Commission. Recommends the hiring, advancement, discipline or discharge of subordinate employees. Conducts performance evaluations and recommends approval or disapproval of merit increases.

Other Important Duties

Coordinates emergency response activities related to the duties of the Mayor and Commissioners. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of municipal organization and function. Ability to establish and maintain relationships with local, state and federal government agencies. Considerable knowledge of research methods and techniques and methods of presentation and market methods. Ability to initiate, analyze, and monitor status of proposals pending before local, state, and federal governmental agencies and legislative bodies. Ability to exercise independent judgment and initiative in achieving results on legislative proposals. Ability to understand diverse projects and balance multiple projects. Ability to assemble, organize and present, in written and oral form, statistical, financial or factual information derived from a variety of sources. Skill in public speaking, public relations, and strong interpersonal communications. Skill in negotiating issues with high fiscal impact. Skill in the use of computers and the software programs that are necessary to successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree and three years of experience; two years of which must have been lobbying at the legislative level, and one year of either professional staff and administrative experience, or one year of experience in intergovernmental relations; or an equivalent combination of training and experience.

Necessary Special Requirements

Possession of a valid Class E State driver's license at the time of appointment.

Established: 07-05-97

Revised: 03-01-00

03-13-03

07-18-08

11-02-18*

12-16-22